

October 6, 2010

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 10-27
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF  
ALL JOB CORPS REGIONAL DIRECTORS  
ALL JOB CORPS CENTER DIRECTORS  
ALL JOB CORPS CENTER OPERATORS  
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS  
ALL OUTREACH, ADMISSIONS AND CTS CONTRACTORS

FROM: EDNA PRIMROSE  
National Director  
Office of Job Corps

SUBJECT: National Health and Wellness Conference

1. Purpose. To provide information on the National Health and Wellness Conference to be held on November 17-19, 2010, at Rosen Plaza Hotel in Orlando, Florida.

2. Background. The National Office of Job Corps is sponsoring a Health and Wellness Conference with the theme, "The Many Faces of Change." Participants will have an opportunity to participate in relevant workshops, network with health and wellness professionals and Job Corps National Office staff, and develop new skills and strategies designed to enhance the quality of health care and employability potential for the Job Corps trainee.

Continuing education hours will be offered at this conference. The hours will vary based on the discipline/credentialing organization. All attendees will receive Professional Development Certificates for their portfolios. For more information regarding continuing education hours, as well as detailed conference information, please visit the conference web page on the Job Corps Community website at <https://access.jobcorps.org>; click on *Health and Wellness*, then *Conferences and Trainings*, then *National Health and Wellness Conference 2010*. NOTE: In order to access the Job Corps Community website, users must have an active Citrix username and password.

3. Conference Participants. Participation in the conference is limited to three staff members per center. Health and Wellness Managers (HWMs) are strongly encouraged to attend; and additional attendees (e.g., Center Mental Health Consultant, Trainee Employee Assistance Program (TEAP) Specialist, Center Physician, Counselor, oral health representative, Outreach and Admissions Counselors) should be selected based on staff training needs. A list of training topics is included in the attachment to this Information Notice. Detailed workshop descriptions can be found on the conference web page. Center Directors and Regional Office representatives are also invited to attend.

4. Conference Objectives. Participants will be able to:
- a. Demonstrate various modalities of improving student health and satisfaction.
  - b. Learn various common sense strategies and techniques to assess students' readiness to make changes in their lives.
  - c. Learn the basics about "Motivational Interviewing" skills.
  - d. Discuss prevention, intervention, and communication strategies related to physical, mental, emotional health and substance abuse.
  - e. Describe a wide range of medical, mental health, disability, substance abuse, and oral health issues affecting Job Corps, including risk factors and trends, and provide creative strategies to address these issues.
  - f. Identify innovative center wellness programs, collaborative strategies, and tools that can improve student health and wellness.
  - g. Enhance their cultural sensitivity.

5. Conference Logistics. The conference is 2.5 days long.

Dates/Times: Tuesday, November 16 (Pre-Conference Activities)

- Early Registration (4:00 p.m.-7:00 p.m.)
- Orientation for new health and wellness staff (5:00 p.m.-7:00 p.m.)

Wednesday, November 17

- General Session (8:00 a.m.-Noon)
- Afternoon Workshops (1:30 p.m.-5:00 p.m.)
- "Ask the Expert" Tables (optional) (5:00 p.m.-6:30 p.m.)

Thursday, November 18

- Morning Workshops (8:00 a.m.-11:30 a.m.)
- Afternoon Workshops (1:00 p.m.-4:30 p.m.)

Friday, November 19

- Morning Workshops (8:00 a.m.-11:30 a.m.)
- Conference Adjourns (11:30 a.m.)

Location: Rosen Plaza Hotel  
9700 International Drive  
Orlando, Florida 32819  
(800) 627-8258 or (407) 996-9700

Room Rate: \$89.00 per night plus tax (13.5%, which includes a 1% Orange County fee). Taxes are subject and may increase during the term of this contract.

Airport: Orlando International Airport

6. Hotel and Travel Arrangements. Participants are responsible for making their own travel and hotel arrangements. When making airline reservations, please note that participants are expected to attend the entire conference and are reminded to schedule travel arrangements accordingly. Job Corps centers (or Regional Offices/Agencies, as appropriate) are responsible for all authorized expenses incurred.

To obtain the reduced room rate, identify yourself to the hotel reservationist as a participant in the *Department of Labor Health and Wellness Conference*. Reservations must be made by **October 25, 2010**. Reservations made after 5:00 p.m. Eastern Standard Time on that date are subject to availability, as is the reduced rate. Note that a fee will be charged for early departures. At check-in, be sure to review the scheduled departure date to ensure accuracy.

All reservations require a one night deposit, plus tax, by credit card, check, or money order for each room reserved. **Credit card deposits will be charged three days prior to your arrival. Please be aware that an authorization on a debit card will reduce the funds available in your bank account at that time.** Cancellations received less than three days prior to arrival will be charged one-night's room and tax. Humanitas, Inc. is not responsible for any charges incurred by attendees.

Please note that there are three Rosen Hotels, two of which are located on International Drive, and each is adjacent to the Orange County Convention Center. Our conference will be held at **Rosen Plaza Hotel** located on International Drive across from Pointe Orlando.

7. Conference Registration. Participants must register online on the Job Corps Community website at <https://access.jobcorps.org>; click on *Health and Wellness*, then *Conferences and Trainings*, then *National Health and Wellness Conference 2010* for registration instructions. NOTE: In order to access the Job Corps Community website, users must have an active Citrix username and password. The online registration form must be completed **no later than October 15, 2010**. Due to limited meeting space, registration forms received after that date may not be accepted. **Registration is on a first-come, first-serve basis and is limited to 375 participants. Some sessions may also have attendance caps. Those sessions will also be on a first-come, first-serve basis.**

8. Registration Fee. A registration fee of \$100 per person must be paid in advance. The fee must be paid by check or money order made payable to Humanitas, Inc. **Do not mail cash or a purchase order.**

Please mail check or money order to:

Humanitas, Inc.  
1100 Wayne Avenue, Suite 650  
Silver Spring, Maryland 20910  
Attention: Debra Pinkett

Please make sure to include the name of the Job Corps center and the full name of the participant (or participants) on the check or money order.

9. Action. Addressees are to ensure this Information Notice is distributed to all staff who will be attending the conference in time to meet the registration deadlines.

10. Expiration Date. November 19, 2010.

11. Inquiries. Inquiries should be directed to Johnetta Davis at (202) 693-8010 or [davis.johnetta@dol.gov](mailto:davis.johnetta@dol.gov).

Attachment  
List of Training Topics